

West Virginia National Guard

TECHNICIAN VACANCY ANNOUNCEMENT



This announcement must be posted on unit boards until the day following the closing date.



Announcement Number: MT 09-261FH		POSITION TITLE, NUMBER, GRADE & SALARY RANGE: Military Pay Technician PD # 80480000 SEQ # 462159 GS-0525-06/05 GS-06 \$34,300 - \$44,589, GS-05 \$30,772 - \$40,005	
Opening Date: 23 December 2009 Closing Date: 12 January 2010		LOCATION OF POSITION: 130 th AW, WVANG, Charleston, WV	
Type of Appointment: <input checked="" type="checkbox"/> Excepted (Dual Status) <input type="checkbox"/> Officer <input type="checkbox"/> Warrant Officer <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Competitive (Non Dual Status) <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Indefinite <input type="checkbox"/> Indefinite (may become permanent) <input type="checkbox"/> Temporary		<u>APPLICATIONS MUST BE SIGNED AND POSTMARKED BY CLOSING DATE</u> To obtain forms online go to: http://www.wv.ngb.army.mil/jobs/	
Compatibility: <input type="checkbox"/> Officer – <input type="checkbox"/> Warrant Officer – <input checked="" type="checkbox"/> Enlisted – 6FOX1		Military Grade Placement Factor: Minimum: E-1 Maximum: E-6 <i>Grade Inversion is prohibited</i>	Bargaining Unit Status: <input checked="" type="checkbox"/> Bargaining Unit <input type="checkbox"/> Non-Bargaining Unit
Area(s) of Consideration <input checked="" type="checkbox"/> Area one: current on-board full-time support personnel in the WVNG. <input checked="" type="checkbox"/> Area two: all members of the West Virginia National Guard. <input checked="" type="checkbox"/> Area three: all members of the National Guard nationwide and others when eligible for membership in the WVNG.			
NATIONAL GUARD MEMBERSHIP STATUS Employment in an excepted service position requires concurrent military assignment to a compatible military position in the West Virginia National Guard in one of the above occupational specialty (MOS) codes or Air Force specialty codes (AFSC). Assignment to a compatible military position is not required for application but will be required if selected for appointment.			
CONDITIONS OF EMPLOYMENT Individual selected for this position will be required to sign up for direct deposit/electronic fund transfer upon appointment. Males born after December 31 1959 must be registered with the Selective Service Systems to be employed by the Federal Government. Military membership in the appropriate service, wearing of the uniform appropriate to the service, and federally recognized grade are requirements for appointment in the excepted service. As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one (1) year trail period. Veteran's preference does not apply to National Guard Technician positions in accordance with Title 32 U.S.C. 709 (f). Military technicians are ineligible for military enlistment, retention, and student loan repayment bonuses, accepting a technician position may terminate these military incentives. Contact Incentive Specialist for current policy. The Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA, 38 U.S.C. §§ 4301 – 4335) prohibits discrimination because of past, current, or future military obligations in hiring, promotion, reemployment, termination and benefits.			
<input checked="" type="checkbox"/> Developmental Position - If appointment is made below the target grade or if the position is in a certain professional occupational series, the supervisor will establish an Individual Development Plan (IDP). If you have questions please contact the Human Resource Development Specialist at 304-561-6411.			
Baseline Physical: <input type="checkbox"/> Is required within 30 days of employment per OSHA and NGB.		Current Drivers License Required: <input type="checkbox"/> Must have a valid state driver's license.	
Security Clearance: <input type="checkbox"/> Must possess or be eligible to obtain the <u>appropriate</u> security clearance for the position.			
Permanent Change of Station: <input checked="" type="checkbox"/> PCS funds are not available <input type="checkbox"/> PCS funds may be authorized if payment is deemed to be in the best interest of the West Virginia National Guard		Hiring Incentives: <input type="checkbox"/> Relocation Incentive (may be available) <input type="checkbox"/> Recruitment Incentive (may be available)	

DUTIES AND RESPONSIBILITIES

This position is located in the Air National Guard (ANG) Wing. The purpose of this position is to determine and process military/civilian pay entitlements and related pay actions in support of ANG units including assigned geographically Separated Units (GSUs). The incumbent provides single-source assistance on matters pertaining to pay entitlement policies, procedures, and operations to the Financial Manager, Human Resources Office (HRO), Military Personnel Flight (MPF), Defense Finance and Accounting Service (DFAS), higher headquarters, other outside agencies, and supported military personnel and civilian employees. Informs commanders, supervisors, and personnel regarding pay entitlements and related guidance. Accomplishes pay entitlement functions in support of state and Federal ANG operations, training, and readiness missions. This position requires military membership. It is designated for ANG Enlisted incumbents only. Incumbent performs duties necessary to accomplish functions in support of programs essential to ANG daily operations, training, and readiness missions. Prioritizes and processes a full range of pay entitlements for ANG personnel. Makes standard and non-standard payroll submissions. Provides customer service in person, by telephone, or electronically. Interprets and analyzes customer inquiries and provides information on entitlements to authorized personnel and agencies. Utilizes various pay systems to troubleshoot errors and identify deficiencies or coding problems. Monitors pay-affecting transactions for assigned personnel and takes corrective action if necessary. Performs audits of members' pay records and researches histories covering short or extended time periods. Independently audits all payroll actions for accuracy and proper entitlements. Audits suspense reports and pay rejects, processing corrections as necessary. Reconstructs pay accounts to determine causes of out-of-balance conditions. Reconciles discrepancies between the personnel and pay systems and initiates corrective action. Identifies and researches a wide variety of complicated pay problems and performs corrective action. Contacts the appropriate personnel to obtain information when documentation does not meet criteria established by regulation or applicable directives. Troubleshoots errors in automated system(s) looking for system deficiencies or coding problems, and accomplishes the necessary changes. Devises or adapts various procedures, techniques, or workarounds as a result of system limitations. Processes Active Guard/Reserve (AGR) accessions into the payroll system ensuring that all facets of the member's pay are accurate and complete. Coordinates with Active Air Force host, the Military Personnel Flight, and the Human Resources Office when transitioning a member's record to AGR. Initiates action to collect or issue pay when errors or changes are made in submission of documents. Administers the AGR Leave Program, conducts advance/partial pay reporting, and processes separation transactions for all AGR personnel. Ensures the timely and accurate processing of civilian payroll documents. Receives, reviews, and processes a variety of documents authorizing changes to employees' pay accounts. Researches and resolves complex pay problems, involving personnel issues and statutory changes. Performs ongoing audits for Time and Attendance Report signatures, initials, proper duty, leave hour annotation, and all supporting documentation. Serves as the primary point of contact and customer service representative for civilian payroll matters. Prioritizes work to coordinate with DFAS deadlines. Analyzes and reviews civilian pay reports to identify unusual or out-of-balance situations and initiates corrective actions. Administers the Dual Compensation (DC) Audit Program to include creating reports, identifying discrepancies, notifying individuals, supervisors, and commanders, and ensures corrective actions are initiated. Serves as focal point on all dual compensation issues. Processes and manages a wide range of complicated debt collection cases as a result of disciplinary actions, overpayments, and other types of indebtedness. Recommends methods, techniques, and procedures to improve operations. Assists with conversions or system changes that affect pay processing. Tests new procedures, policies, and transactions developed to enhance the accuracy and timeliness of pay entitlements. Administers and performs the finance portion of military/civilian personnel readiness processing when unit members are ordered to active duty. Coordinates pay processing/actions during mobilization and demobilization. Applies internal control procedures to ensure military and civilian payroll processes are accurate and in accordance with applicable laws, regulations, and established standards. Notifies chain of command of potential fraud, waste, or abuse. Trains unit personnel on pay and entitlement policies, guidelines, and procedures. Performs other duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

1. **General:** Administrative or clerical experience, education or training which demonstrates the applicants ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

GS-06:

2. **SPECIALIZED EXPERIENCE:** Must have **9 months** of the following: experience which demonstrates the applicant has knowledge of DOD military pay manuals and appropriate systems manuals; experience computing military pay actions; experience in applying rules, regulations, laws, precedents and decisions to military pay actions; experience which required applicant to adhere to various deadlines within a set time frame; experience investigating pay inquiries, analyzing information and taking corrective action as necessary.

GS-05:

SPECIALIZED EXPERIENCE: Must have **6 months** of the following: experience which involved simple routine and repetitive tasks; and the ability to apply established procedures under close supervision; experience explaining and interpreting various types of rules, regulations, and procedures; experience which required applicant to adhere to various deadlines within a set time frame; experience in applying directives and regulations.

OTHER REQUIREMENTS: None

Must be able to report to work within 60 days, unless deployed or unless prior arrangements have been coordinated and approved by management.

If a mandatory course is required for this position, the incumbent will attend the course(s) within one year.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs)

Applicant should prepare separate statements addressing each KSA listed below. Include name and announcement number on each sheet. Explain any military and/or civilian experience which supports each KSA.

1. Knowledge of military pay regulations and procedures.
2. Ability to apply knowledge of rules, regulations, laws, precedents and decisions to military pay work performance.
3. Ability to make extensive record searches and determine corrective actions.
4. Ability to make difficult interpretations of established guidelines to process pay inquiries.

HOW TO APPLY

Anyone interested in applying for this position should submit a completed WV HRO Form 300, "Application For WVNG Technician Employment" with attachments, and submit the package in one of the following: 1. E-mail your application to ngwvhrostaffing@ng.army.mil (NOTE electronic applications will be accepted from a **.mil or .gov** email account), 2. Mail to the Human Resource Office, ATTN: HRO-Staffing Section, 1703 Coonskin Drive, Charleston, WV 25311-1085, **POSTMARKED** on or before the closing date noted above.

Carefully read and comply with all instructions contained on the required forms.

1. Individuals will be qualified on the general and specialized experience; requirements may be met by submitting the following form(s):
 - WV HRO Form 300 Application for WVNG Technician Employment. **It is critical that you list beginning and ending dates (mm/yy) of your experience.**
 - Response to Knowledge, Skills and Abilities (KSAs) – The KSAs will be used to make quality distinctions between those applicants that meet the general and specialized experience requirements. Indicate possession of KSAs by addressing each KSA on a separate sheet other than your application. Failure to provide sufficient information relating to KSAs may result in your application not ranking among the most qualified applicants.
2. Optional Form(s):
 - OF 306 Declaration of Federal Employment
 - SF 181 Ethnicity and Race Identification
3. College / Vocational school transcripts **MUST** be submitted for professional positions or when substituting education for experience. (Copies are acceptable – no need for certified or raised sealed copies)
4. Applications will not be returned. Please make a copy prior to submitting it to HRO.
5. **Give examples when explaining duties and responsibilities; do not copy the General and Specialized Experience from the duties and responsibilities on the job announcement. Write your application in your own words and give examples. DO NOT submit your application in binders, folders or notebooks. Applications that have been mailed in a U.S. Government envelope will not be accepted.**

Complete and accurate data is essential to ensure evaluation of candidates. It is the applicant's responsibility to ensure the data is provided, accurate and complete. Only the experience shown on the application, and qualifications provided can be used to evaluate your qualifications for this position.

Applications must have signature and will only be accepted if they are physically received in the Human Resource Office / Remote Human Resource Office by close of business on the closing date of the vacancy announcement or if mailed, postmarked by the closing date of the vacancy announcement.

A false statement on any part of your application may be grounds for not hiring you, or termination after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, title 18, section 1001).

TO OBTAIN FORMS ONLINE GO TO: <http://www.wv.ngb.army.mil/jobs/>

SUBMIT YOUR APPLICATIONS TO:

Human Resources Office
ATTN: HRO-Staffing Section
1703 Coonskin Dr
Charleston, WV 25311 or
Email from .mil or .gov to
ngwvhrostaffing@ng.army.mil

For additional information:

HRO STAFFING SECTION
Phone (304) 561-6433
DSN 623-6433
ngwvhrostaffing@ng.army.mil